

First 5 Santa Clara County

Personnel and Finance Committee

September 26, 2002 at 1:00 p.m.
1150 S. Bascom Avenue, San Jose, California

Meeting Summary

Members present:

Frederick J. Ferrer, Chair
Cindy Ruby

Absent:

Robert Sillen

Attendees:

Karen Blinstrub, Executive Director
Ralph Oda, Director of Finance
Paula Lacey, Director of Special Projects
Kristina Cunningham, Supervisor Alvarado's Office
Anthony Neequaye, Macias, Gini and Company

1. Call to Order/Roll Call
Chairperson Ferrer called meeting to order.
2. Public Comment
There was no public comment.
3. Audited Financial Statement (Draft)
Anthony Neequaye of Macias, Gini and Company provided an overview of the Commission's annual audit. No significant or unusual transactions were noted or disagreements were identified, and there were no difficulties in working with management. A recommendation was put forth, which staff support, that the Commission seek advances from the County on a quarterly basis and place the funds in a bank. This recommendation was made due to the difficulty staff have reconciling to the county's general ledger.

The Committee approved the audit and management letter and directed that the audit be forwarded to the Commission for approval.
4. Meeting Summary – August 29, 2002
The August 29, 2002 meeting summary was approved as presented.
5. Annual Funding Process and Spending Plan for FY 2003
Karen Blinstrub presented a draft Annual Funding Process. This process sets in place a timeline for identifying initiatives and/or programs and dedicating resources that are anticipated to be available in future budget cycles. This process relates to the \$10 million identified per year in the 10-year financial plan. The Committee approved the funding process and forward to the Commission with the modifications, that the Commission review/approve all Intention to Negotiate documents and that the Personnel and Finance Committee review available resources.

Blinstrub then presented a draft Spending Plan for the current year. The Santa Clara Family Health Plan requested an additional \$1 million allocation for the Year 2003 to insure additional children and to employ additional outreach staff to reach families with children in child care centers throughout the county. The Program Development and Communication Committee (PDCC) reviewed and approved the content of the proposal.

Blinstrub then described a proposal from Judge Dolores Carr from the County of Santa Clara's Family Court. Judge Carr is seeking \$1 million a year for two years to establish a care coordinator program that would be aimed at decreasing the number of children who appear in Family Court from ending up in the Dependency System. Commissioners recommended that the funding be allocated to a non-profit to build capacity. The PDCC approved the idea in concept. A detailed proposal is being drafted.

The last component described by Blinstrub concerned potential funding opportunities that the State Commission is designing related to oral health, infant mental health, children of farm workers, informal child-caregiver support and the Service Corps. These programs would require the Commission to approve matching funds to participate. Blinstrub stated that staff would bring forth specific funding proposals as the State Commission approves each initiative.

The Committee approved \$1 million for the Healthy Kids Initiative and up to \$500,000 for the Family Court proposal given the program will not begin until mid-year. The Committee also requested that future funding proposals include both current year and annualized costs for programs and initiatives.

6. Space Planning Consultant Selection

Commissioner Ferrer reported out on the interviews with the space planning consultants. The Committee directed staff to negotiate a contract with the firm of Anderson Brule Architects.

7. 10-Year Financial Plan

The Committee approved the plan and forwarded it to the Commission retreat for discussion and to then be placed on the Commission's meeting agenda in November for approval.

8. Future Meeting Date

The Committee selected Monday, October 21 at 1:00 p.m. as the date for their next meeting. It will be held at the Commission office.

11. Adjournment

The Committee adjourned until October.